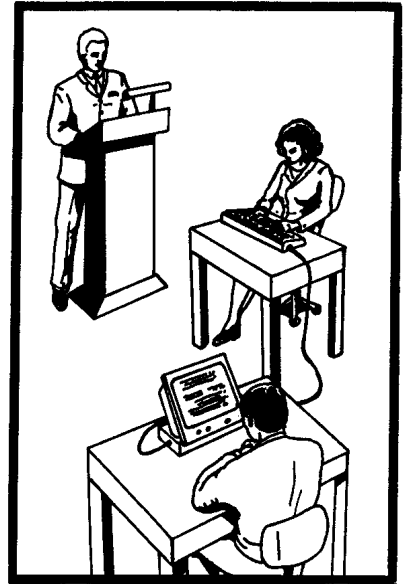


ATTACHMENT O

GUIDELINES FOR UTILIZING COMPUTER-ASSISTED NOTETAKERS

What is computer-assisted notetaking (CAN)?

Computer-assisted notetakers provide an important service for those people who are deaf, hard of hearing or deaf-blind who do not use sign language, making it easier for their participation at meetings or in classrooms. Computer-assisted notetaking (CAN) services mean professional services performed by a typist using a laptop computer. The CAN typist provides a summary of a speaker's words or notes typed into a laptop computer and displayed onto its screen. CAN services are distinguished from real-time captioning services in that what is typed may be simultaneous, but not necessarily word-for-word, and stenographic equipment and skills are not involved.



Are computer-assisted notetakers credentialed?

There currently are no known national or local agencies that award credentials for computer-assisted notetakers. It is advisable that a state agency utilize a person who meets all or a majority of the following characteristics in order to provide computer-assisted notetaking services:

- ability to organize and summarize information;
- ability to type at least 60 words per minute;
- familiarity with the subject being discussed;
- experience working with consumers who are deaf, hard of hearing, or deaf-blind;
- working knowledge of laptop computers and word-processing software;
- good auditory, verbal, and spelling skills.

Who develops rules for Hawaii state government agencies regarding computer assisted notetakers?

These guidelines are derived from Hawaii Administrative Rules, Chapter 11-218, adopted April 7, 1997 and amended on July 19, 2001. The Disability and Communication Access Board (DCAB) develops administrative rules for providers of communication access services, such as computer-assisted notetakers. The rules establish guidelines for state executive branch agencies hiring providers, including recommended fees. Guidelines for computer-assisted notetakers are similar to those for interpreters (see Attachment M). Contact DCAB at the phone numbers below for

more information or for a copy of the rules. The DCAB can also provide a list of resources that includes computer-assisted notetaking services and information.

If you need to hire a computer-assisted notetaker on a fee-for-service basis, the next two pages, **ATTACHMENT O-1**, provide a sample purchase order for computer-assisted notetaker services, as well as a sample invoice from a free-lance computer-assisted notetaker billing for services. (Please note that the hourly rate indicated on the invoice is for illustrative purposes only and not intended to reflect a recommended billing rate.)

For further information, contact
Disability and Communication Access Board
919 Ala Moana Blvd., Room 101 Honolulu, HI 96814
(808) 586-8121 (V/TTY), 586-8130 (TTY), 586-8129 FAX
Email: accesshi@aloha.net

**STATE OF HAWAII
REQUISITION & PURCHASE ORDER
DEPARTMENT OF HEALTH**

Department of Protocol

DOP 000

ORGANIZATION

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully.
Payments may be delayed if all steps are not followed.

ADAPTATION, INC.
PO BOX 500
HONOLULU, HI 96800

**PURCHASE
ORDER NO.**

00593910

Date XX XX XX

Deliver Before _____

DELIVERY ADDRESS

1234 Kona Street
Honolulu, HI 96813

BILLING ADDRESS

same as above

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

QUAN.	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Fee-for-service for computer assisted notetaker to provide communication access for individuals who are deaf or hard of hearing to access the programs of the Department of _____ for the quarter ending December 31, xxxx	7190	250.00
	XX			

XXXXX
REQUISITIONER

XXX-XXXX

TELEPHONE

VOUCHER
NUMBER

AUTHENTICATED BY:

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY _____ DATE _____

AUTHORIZED SIGNATURE _____

REQUISITION NO. VENDOR NUMBER SFX XXXXXXXXXXXX XX 000555 00	FOR DEPARTMENT USE ONLY
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SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ NO.	PH	ACT	ESTIMATED COST	ACTUAL COST			M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXXXX	XX	XXX	XXXXXXXXXXXX	XX	XXXXXXXXXXXX	XX	X	X	XXXXXXXXXXXX
01	621	x	xx	000	x	7190				xxx	250.00						

STATE ACCOUNTING FORM C-03
MAY 1983 EDITION

JANE KAUAI
dba ADAPTATION, INC.
P.O. Box 500
Honolulu, HI 96800

BILL FOR COLLECTION

December 15, xxxx

Department of Protocol
Accounts Receivable
1234 Kona Street
Honolulu, HI 96813

For services rendered during the month of December xxxx for computer assisted notetaker services to provide communication access for individuals who are deaf or hard of hearing to access Department of Protocol programs.

December 1, xxxx	8:00 a.m. - 10:00 a.m.	2 hours	\$18.00
December 3, xxxx	8:00 a.m. - 9:00 a.m.	1 hour	9.00
December 5, xxxx	10:00 a.m. - 12:00 p.m.	2 hours	18.00
December 7, xxxx	8:00 a.m. - 10:00 a.m.	2 hours	18.00
TOTAL			\$63.00

Please send the payment to the address listed above.

Sincerely,

JANE KAUAI